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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans and Policy Staff

DATE: 18 July 1956

FROM : Chief, Intelligence School

SUBJECT: Weekly Activities Report #29
12 July through 18 July 1956

1. SIGNIFICANT ITEMS

a. The unclassified reprint of An American Thesis used in Basic Orientation arrived from the printer Wednesday, 11 July. This edition will make it possible to provide students with copies and to meet other Agency demands. Mr. [] was instrumental in securing permission for the use of quotations from copyright holders and for making certain additions and deletions in the manual.

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b. At the request of OCR, plans have been developed whereby a special course in Electronics will be organized and conducted for selected personnel of Special Register. The course will be run by OCR, on its own premises and for its own particular interests, with members of IS staff and IAS [] assisting in various ways in the organization, development and conduct of the program.

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c. At the request of the Library Staff, OCR, plans are being developed for a writing and abstracting course which will be adapted to the needs of document analysts of the Analysis and Catalogue Branch. A rather substantial and practical approach to this specialized need is under discussion. It is expected that the first course will be offered to a selected group of unit supervisors, will begin around mid-August, and will run part-time for perhaps three weeks. A second course for analysts is planned tentatively for September; Mr. [] will be in charge of this program, assisted by Mr. [].

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d. At the request of the Office of Communications, Mrs. [] is working with the training staff within that Office to set up a special typewriting training course. She is assisting with the designing of lesson plans, the acquisition of training aids, and the over-all training program. This training is to be given away from headquarters. Mrs. [], in effect, is training the trainers.

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2. OTHER ACTIVITIES

25 YEAR RE-REVIEW

a. Visual Aids Staff

The weekly activities report of the Visual Aids Staff is attached.

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b. Basic Orientation

(1) Members of the Basic Orientation staff met with Mr. [] and other members of the Intelligence School on 12 July to discuss a number of proposals for programs which might be presented in the Intelligence School.

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(2) Basic Orientation staff members will conduct a one-week briefing for five JOT's who were unable to enroll in the Intelligence phase of the current course.

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(3) Mr. [] addressed a group of reserve officers from the Office of Naval Intelligence at the Naval Observatory on 17 July. His subject was "Mission and Organization of CIA."

c. Reading Improvement

Cable Reading Improvement class #1 was retested last week, five months after completing the course. The results showed increase in speed and comprehension as compared with the beginning of the course.

d. Instructor Training

Nothing to report.

e. Administrative Training

(1) The JOT Program requested that 16 JOT's be admitted to the first week of Operations Support as part-time auditors. Due to the unfavorable effect first-week auditors have on the rest of the class and the impossibility of adequately accommodating full-time and part-time students in a small class room, the request could not be fulfilled.

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(2) Mr. [] briefed a foreign national on the support functions relative to an intelligence organization. Mr. [] the sponsoring instructor, said the briefing was very well handled.

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(3) Room 166 in [] is being equipped as an office; Mr. [] and Mr. [] will move into it as soon as safe space is available. They will share the office for two months with one instructor from Clerical Training, and after that one more member of the Administrative Training staff will move in.

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f. Orientation and Briefing

(1) On 12 July the CIA Introduction Program was conducted for 72 people.

(2) Twenty-five people attended the 25th CIA Review Program, which was conducted on Tuesday, 10 July.

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(3) Mr. William Calderhead of the Department of State requested that C/OB conduct a special program for between 42 and 48 Junior Foreign Service Officers on 27 July.

(4) On 11 July C/OB presented special lectures at the Reserve Officers Program currently conducted by the Strategic Intelligence School. The subject was "The Intelligence Community and the National Security Council Today."

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(5) Mr. [] Visual Aids Staff/TR, is designing a new visual aid for this office to replace one that has outlived its usefulness. We hope to be able to use the new visual aid at the Departmental Briefing on 24 July.

g. Clerical Training

(1) During the week of 9 July there were 199 people in Clerical Induction Training and 19 people in Clerical Orientation.

(2) The results of the tests administered to the Entrance-on-Duty employees for the week of 9 July are as follows: Of 43 people tested in shorthand, 13 qualified; of 70 tested in typing, 26 qualified.

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(3) On 16 July Miss [] joined the staff of Clerical Training to assume the duties of instructor in Clerical Induction Training.

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(4) Mr. [] joined the Clerical Training staff as a summer employee on 29 June. He will assist both Clerical and Management Training.

h. Intelligence Training

(1) We are informed that the Intelligence Techniques Course (revised IPM) which begins on 30 July now has an enrollment of 29, including one officer from DD/P. A number of people have expressed informally their interest in seeing how effective the revised program may prove to be.

(2) Members of the Intelligence Training Faculty are giving serious study to a number of program suggestions which, when further developed and refined, will be presented for senior staff consideration.

i. Management Training

Nothing to report.

3. PERSONNEL NOTES

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a. Mr. [] returned from his vacation on Monday, 16 July.

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b. Mr. [] Administrative Training, has returned from
a week's vacation.

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c. Mr. [] took emergency leave as of 19 July
because of a death in his family.



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